

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Email]

[Date]

[Employer Name]

[Attn: Legal Department / Human Resources]

[Address]

[City, State, Zip Code]

RE: NOTICE TO PRESERVE RELEVANT EVIDENCE AND ELECTRONICALLY STORED INFORMATION (ESI)

To [Name of Specific Contact or Department]:

This letter serves as a formal notice to preserve all evidence, including electronically stored information (ESI), related to the employment of [Employee Name] (the "Claimant"). This request is made in anticipation of litigation regarding [Briefly state nature of dispute, e.g., wrongful termination, discrimination, or wage claims].

You are requested to take immediate steps to prevent the deletion, overwriting, destruction, or modification of all records, whether in paper or electronic form, that may be relevant to this matter. This preservation obligation extends to all agents, employees, and third-party contractors of [Employer Name].

The information to be preserved includes, but is not limited to:

- Personnel files, performance evaluations, and disciplinary records;
- Internal and external communications (emails, instant messages, text messages) involving [List key individuals or supervisors];
- Payroll records, time logs, and compensation data;
- Company policies, employee handbooks, and training materials;
- Calendar entries, meeting minutes, and notes related to the Claimant;
- Social media posts or internal forum discussions regarding the Claimant;
- Metadata associated with any of the above documents.

Relevant data may reside on various devices and platforms, including but not limited to: network servers, desktop and laptop computers, mobile devices (phones/tablets), cloud storage (e.g., Google Drive, Dropbox, SharePoint), and backup tapes.

Please suspend any automated deletion or data "scrubbing" policies that may impact these records. Failure to preserve this information may result in legal sanctions for spoliation of evidence.

Please acknowledge receipt of this letter in writing and confirm that a litigation hold has been implemented.

Sincerely,

[Your Signature]

[Your Printed Name]